

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

SECRETARY OF

SENATE

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

17 MAY -4 PM 4:40

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
- ☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Catholic Relief Services

Travel date(s): April 16th, 2017 through April 22nd, 2017

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	\$1,865.77	\$68.00	\$500.00	\$289.10 (Language Interpretation, printing, misc.)

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See Addendum A

05/04/2017 Janae Brady  
(Date) (Printed name of traveler)

Janae Brady  
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

05/04/2017  
(Date)

Pat Roberts  
(Signature of Supervising Senator/Officer)

**Date/Time Stamp:**

Name of Traveler: Janae Brady

Employing Office/Committee: Senate Committee on Agriculture, Nutrition, and Forestry

Private Sponsor(s) (list all): Catholic Relief Services

Travel date(s): April 16 - April 22

Destination(s): Honduras and Nicaragua

As a senior professional staff member of the Senate Agriculture Committee, Janae's responsibilities include providing legislative and policy counsel to the Committee on matters related to international food aid programs authorized by the Farm Bill and under the jurisdiction of the Agriculture Committee. This trip will include several site visits related to two such programs, Food for Education and Food for Progress, and thus this trip will provide Janae a better understanding of how these programs work and the impact they have on the people they serve.

Name of accompanying family member (if any): \_\_\_\_\_

**I certify that the information contained in this form is true, complete and correct to the best of my knowledge:**

03/16/2017  
(Date)

*Janae Brady*  
(Signature of Employee)

**TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):**

I, Pat Roberts hereby authorize Janae Brady  
 (Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

03/16/2017  
(Date)

  
(Signature of Supervising Senator/Officer)

**Trip Itinerary**  
**April 16-22, 2017**

**Sunday, April 16<sup>th</sup>**

**Travel Day/Honduras**

7:00am	Depart DCA, Delta 0639
11:50am	Arrive in TGU, Tegucigalpa, Delta 0849
11:50am-12:30pm	Airport pick up, travel to lunch location
12:30pm-1:15pm	Working Lunch at Conor Walsh Residence
1:15pm-3:15pm	Travel to Siguatepeque for Field Visit
3:15pm-4:45pm	Tour commodity warehouse for FFE program
4:45pm-6:15pm	Travel to La Esperanza
6:15pm-7:00pm	Hotel Check-in, Hotel Papa Chepe; Time to check in with Congressional Offices
7:00pm-8:30pm	Working Dinner: Daily Wrap-up, Answer Questions and discussion for the following day (Restaurante El Ocotal)
Overnight	Hotel Papa Chepe

**Monday, April 17<sup>th</sup>**

**Honduras**

6:30am-7:00am	Breakfast Briefing at Hotel Papa Chepe
7:00am-8:00am	Travel to San Juan, Intibucá
8:00am-9:00am	Meet CRS staff, partners, and municipal authorities in San Juan to discuss projects in Water-Smart Agriculture, Climate Change Mitigation/Adaptation
9:00am-10:00am	Travel from San Juan to Agua Negra Micro-Watershed
10:00am-12:30pm	Meet with watershed management committee members and learn about water management activities implemented as part of "Blue Harvest" project
12:30pm-1:00pm	Travel from Agua Negras to Los Naranjos
1:00pm-2:00pm	Lunch in Los Naranjos
2:00pm-3:30pm	Visit coffee farms in Los Naranjos to observe coffee farm production improvements, by-product management, water conservation techniques and post-harvest processing.
3:30pm-4:30pm	Return to La Esperanza, Hotel Papa Chepe
4:30pm-5:30pm	Hotel – Time to check-in with Congressional Offices
5:30pm-7:00pm	Walking tour of La Esperanza; post-field visit debrief and discussion

7:00pm-8:30pm Working dinner/daily wrap up, Discussion on the following day's schedule (Restaurante La Hacienda)

Overnight Hotel Papa Chepe

**Tuesday, April 18<sup>th</sup>**

**Honduras**

6:30am-7:00am Breakfast Briefing at Hotel Papa Chepe

7:00am-7:30am Travel to San José

7:30am-8:45am Visit to "La Libertad" primary school in San José

8:45am-10:00am Travel from San José to Masaguara

10:00am-11:45am Visit "El Campanario" school in Masaguara

11:45am-12:45pm Travel from Masaguara to Siguatepeque

12:45pm-1:45pm Lunch in Siguatepeque (at a local restaurant)

1:45pm-4:00pm Travel from Siguatepeque to Tegucigalpa – Briefings en-route

4:00pm-6:00pm Check in at Hotel, Hyatt Place Hotel – Time to check-in with Congressional Offices

6:00pm-6:30pm Meet in lobby/travel to US Ambassador's residence/

6:30pm-8:30pm Working Dinner with US Ambassador James Nealon and/or USAID Director James Watson; The directors of some major USG projects will join us

Overnight Hyatt Place Hotel

**Wednesday, April 19<sup>th</sup>**

**Honduras/Nicaragua**

6:30am-7:30am Breakfast Briefing by CRS staff at Hyatt Place Hotel

7:30am-10:30am Travel to Las Manos Border Crossing

10:30am-11:30am Cross the border at Las Manos

11:30am-12:00pm Travel from Las Manos to Ocotal

12:00pm-12:30pm Check in at Hotel Frontera, Ocotal

12:30pm-1:30pm Working lunch and Security Briefing with CRS Nicaragua & USDA Costa Rica/Nicaragua Staff who will be traveling with us.

1:30pm-2:15pm Travel from Ocotal to Totogalpa

2:15pm-3:45pm Visit committee managing community water and sanitation system (CAPS)-Totogalpa. (PROGRESA)

3:45pm-4:00pm Travel to vegetable farm

4:00pm-5:00pm Visit vegetable farmer in Totogalpa (Progresa)

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5:00pm – 5:30pm	Return to Hotel Frontera, Ocotal
5:30pm-6:30pm	Time to check-in with Congressional Offices/check emails
6:30 – 8:30pm	Working dinner/trip briefing
Overnight	Hotel Frontera, Ocotal

**Thursday, April 20<sup>th</sup>**

**Nicaragua**

6:45am-7:30am	Breakfast Briefing at Hotel Frontera
7:30am-8:45am	Travel from Ocotal to Somoto
8:45am-10:00am	Visit with Youth Group/Honey Production and others (Somoto) (PROGRESA)
10:00am-10:15am	Travel to Cattle Farm
10:15am-11:45am	Visit a Cattle Farm in Somoto/Roberto Carlos Flores – Guayabo Somoto (PROGRESA)
11:45am-12:00pm	Travel to Franklin Carcamo's Cattle Farm.
12:00pm-1:30pm	Cattle Farmers Association meeting, ASOGAMAD. Franklin Carcamo Farm. (PROGRESA)
1:30pm-2:30pm	Travel to Esteli
2:30pm-3:00pm	Lunch in Esteli
3:00pm-3:45pm	Travel to La Concordia, Jinotega
3:45pm-5:00pm	Visit the cooperative of SOOPROCON in La Concordia. Horticulture production, greenhouses, certified "Good Agricultural Practices" (BPA), drip irrigation (PROGRESA)
5:00pm-6:30pm	Travel from Jinotega to Matagalpa (Selva Negra Hotel)
6:30pm-7:30pm	Night tour of Selva Negra grounds
7:30pm-9:30pm	Working Dinner with NGOs: America Nicaragua Foundation and Fabretto
9:30pm	Check-in at Hotel Selva Negra
Overnight	Hotel Selva Negra, Matagalpa

**Friday, April 21<sup>st</sup>**

**Nicaragua**

6:00am-6:30am	Breakfast Briefing
6:30am-8:45am	Travel from Matagalpa to Rancho Grande – Milk collection center
8:45am-10:15am	Milk Collection Center visit and meeting with the Board members. (Rancho Grande)
10:15am-11:45am	Travel from Rancho Grande to La Tronca Community in La Dalia

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11:45am-12:45pm	Cacao Collection Center visit. Meeting with the Board members. (La Dalia) Lunch (ACORDAR & PROGRESA-CARIBE)
12:45pm-1:00pm	Travel to Cacao farm
12:40pm-1:30pm	Working lunch at Cacao farm of Ernesto Medina
1:30pm-2:30pm	Tour of Cacao farm of Ernesto Media in La Dalia (ACORDAR)
2:30pm-7:00pm	Travel from La Dalia, Matagalpa to Layha Bistro Restaurant in Managua
7:00pm-10:00pm	Dinner with US Ambassador, USAID Director, USDA Reps., Lutheran World Relief and Technoserve at the Layha Bistro Restaurant in Managua
10:00pm-10:15pm	Travel to Intercontinental Hotel
10:15pm	Check-in at Intercontinental Hotel
Overnight	Hotel Intercontinental

**Saturday, April 22<sup>nd</sup>**

**Nicaragua/US**

5:00am-5:30am	Travel to MGU Airport
7:35am	Depart MGU, Managua, Delta 0370
5:02pm	Arrive DCA, Delta 2238

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## Brady, Janae (Agriculture)

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**From:** Garduno, Eric <eric.garduno@crs.org>  
**Sent:** Monday, March 6, 2017 12:25 PM  
**To:** Brady, Janae (Agriculture)  
**Subject:** Food aid projects in Central America

Hi Janae,

You may recall last year CRS we trying to pull together a study trip to Central America to look a food programming, among other things. That never got off the ground, but we are moving forward with a similar study trip in April, and I wanted to gauge your interest in joining. We are planning to leave Sunday, April 16, and return Saturday, April 22. If you have a few minutes, I would love to set up a time to chat with you later today.

Thanks so much!

Kind regards,

Eric

Eric Garduño  
Senior Policy and Legislative Specialist  
Catholic Relief Services  
202-548-2943 x3  
[eric.garduno@crs.org](mailto:eric.garduno@crs.org)



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## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): See Attached Form
2. Description of the trip: See Attached Form
3. Dates of travel: See Attached Form
4. Place of travel: See Attached Form
5. Name and title of Senate invitees: See Attached Form
6. I *certify* that the trip fits one of the following categories:
  - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
  - OR
  - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

AND

☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
  - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
  - AND
  - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).



9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

**OR**

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

**OR**

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

Not Applicable

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

See Attached Form

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

See Attached Form

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

See Attached Form

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

**See Attached Form**

**16. Total Expenses for Each Participant:**

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="checked" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$2,775.35	\$680.00	\$500.00	\$500.00 Printing Materials, Luggage Tags, Shots

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

**See Attached Form**

- 18. Reason for selecting the location of the event or trip**

**See Attached Form**

19. Name and location of hotel or other lodging facility:

**See Attached Form**

20. Reason(s) for selecting hotel or other lodging facility:

**See Attached Form**

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

See Attached Form

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

See Attached Form

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

See Attached Form

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: 

Name and Title: Myron Meche, Director, Legislative Affairs

Name of Organization: Catholic Relief Services

Address: Washington, D.C.

Telephone Number: 202-548-2943 or for questions please call Tyler Denton, 202-230-9600

Fax Number:

E-mail Address: myron.meche@crs.org -for questions, please email Tyler Denton, tyler@tylerdenton.com



228 West Lexington Street • Baltimore, MD 21201 3113 • 410 625 2220 • 800 235 2772 • [www.crs.org](http://www.crs.org)

March 14, 2017

U.S. Senate Select Committee on Ethics  
220 Hart Building  
United States Senate  
Washington, DC 20510

To Whom It May Concern:

Catholic Relief Services (CRS) is planning a congressional advocacy trip to Honduras and Nicaragua, April 16<sup>th</sup> – April 22<sup>nd</sup>, 2017. As part of an ongoing advocacy grant provided by the Bill and Melinda Gates Foundation, CRS has been given funds to conduct such advocacy trips to developing countries around the world. This will be the second congressional advocacy trip that CRS has led. The first trip was to Zambia in March of 2015. This grant from the Gates Foundation is not specific to this trip to Honduras and Nicaragua but intended to support overall trip costs.

The Bill and Melinda Gates Foundation has not been involved with any of the planning or coordination of the trip, nor have they been associated with the recruiting or targeting efforts of the congressional participants. CRS has, wholly, been the entity who is leading and creating the trip itinerary, planning and coordinating the trip and recruiting congressional participation.

Should you have any questions, please do not hesitate to contact me at 202-548-2943, x1.

Most respectfully,

Myron Meche  
Director, Legislation Affairs  
Catholic Relief Services

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**Appended answers for Private Sponsor Travel Certification Form- Senate Ethics**

**Question #1: Sponsor(s) of the trip (please list all sponsors):** Catholic Relief Services (CRS herein) will be the sole sponsor of this trip.

**Question # 2: Description of the trip:**

CRS is organizing a six-day listening and learning trip to Honduras and Nicaragua. This trip will highlight the effectiveness of US-supported programs on the ground in Honduras and Nicaragua and allow the delegation to see firsthand some of the region's many challenges and success stories and learn about the roles that governments, donors, businesses and civil society are playing in Central America's development. The Honduras portion of the trip will emphasize CRS' efforts under the USDA-funded McGovern-Dole Food for Education and Child Nutrition (FFE) program, which provides primary school students with school lunches, and supports academic success with complementary activities like teacher training. The Nicaragua portion of the trip will emphasize CRS' efforts under the USDA-funded Food for Progress (FFPr) program, which is focusing on strengthening agricultural value chains for small producers. Over the six-day trip to Honduras and Nicaragua, participants will gain a deeper understanding of the development challenges in both countries, how the U.S. government responds to these challenges with development partners and what CRS has found to work in the fight against extreme poverty. CRS will be leading, organizing and executing all aspects related to this trip, including: planning, scheduling, communications and implementation.

**Questions #3: Dates of Travel:**

The trip will depart the United States on Sunday, April 16<sup>th</sup> and conclude on Saturday, April 22<sup>nd</sup>.

**Question #4: Place of Travel:**

The trip will travel to Honduras and Nicaragua

**Question # 5: Name and Title of Senate invitees:**

**Invited and Attending - Senate**

Janae Brady, Senate Agriculture Committee

As a professional staff member of the Senate Agriculture Committee, Janae's responsibilities include providing legislative and policy counsel to the Committee on matters related to international food aid programs authorized by the Farm Bill and under the jurisdiction of the Agriculture Committee. This trip will include several site visits related to two such programs, Food for Education and Food for Progress, and thus this will provide Janae a better understanding of how these programs work and the impact they have on the people they serve.

Judd Gardner, Sen. Moran

As Agriculture Legislative Assistant to Sen. Moran, Judd's responsibilities include providing legislative and policy counsel to the Member on matters related to international food aid programs funded through Agriculture Appropriations. Sen. Moran serves on the Agriculture Appropriations subcommittee, and thus plays a role in deciding funding levels for food aid programs. This trip will include several site visits related to two such



programs, Food for Education and Food for Progress, and thus this will provide Judd a better understanding of how these programs work and the impact they have on the people they serve. Invited and Attending - House

**Invited and Attending - House**

Caleb Crosswhite, House Agriculture Committee

As a professional staff member of the House Agriculture Committee, Caleb's responsibilities include providing legislative and policy counsel to the Committee on matters related to international food aid programs authorized by the Farm Bill and under the jurisdiction of the Agriculture Committee. This trip will include several site visits related to two such programs, Food for Education and Food for Progress, and thus this will provide Caleb a better understanding of how these programs work and the impact they have on the people they serve.

Joe Tvrdy, Rep. Hartzler

As Legislative Director for Rep. Hartzler, Joe's responsibilities include providing legislative and policy counsel to the Member on matters related to international food aid programs authorized by the Farm Bill. The Farm Bill is under the jurisdiction of the Agriculture Committee and Rep. Hartzler is a member of that committee. This trip will include several site visits related to two such programs, Food for Education and Food for Progress, and thus this will provide Joe a better understanding of how these programs work and the impact they have on the people they serve.

Callie McAdams, House Agriculture Committee

As a Deputy Economist of the House Agriculture Committee, Callie's responsibilities include providing legislative and policy counsel to the Committee on matters related to international food aid programs authorized by the Farm Bill and under the jurisdiction of the Agriculture Committee. This trip will include several site visits related to two such programs, Food for Education and Food for Progress, and thus this will provide Callie a better understanding of how these programs work and the impact they have on the people they serve.

**Invited and Declined**

Adrienne Wojciechowski, Sen. Leahy

Matt MacKenzie, House Agriculture Committee

Troy Phillips, House Agriculture Committee

Michael Brooks, Rep. Yoder

Andrew Cooper, House Appropriations Committee, Agriculture Subcommittee

Representative David Valadao

Representative Norma Torres

Question #6: See Private Sponsor Travel Certification Form

Question #7: See Private Sponsor Travel Certification Form

Question #8: See Private Sponsor Travel Certification Form

Catholic Relief Services (CRS), Trip to Honduras & El Salvador 2011 - Responses to Senate Ethics Committee

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**Question #9: Not Applicable**

**Question #10: Not Applicable**

**Question #11: See appended minute-minute itinerary for this trip**

**Question #12: Briefly describe the role of each sponsor in organizing and conducting the trip:**

CRS will be leading, organizing and executing all aspects related to this trip, including: planning, scheduling, communications and implementation.

**Question #13: Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:**

CRS carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We are motivated by the Gospel of Jesus Christ to cherish, preserve and uphold the sacredness and dignity of all human life, foster charity and justice, and embody Catholic social and moral teaching as we act to: Promote human development by responding to major emergencies, fighting disease and poverty, and nurturing peaceful and just societies; and, Serve Catholics in the United States as they live their faith in solidarity with their brothers and sisters around the world. As part of the universal mission of the Catholic Church, we work with local, national and international Catholic institutions and structures, as well as other organizations, to assist people on the basis of need, not creed, race or nationality. Over the six-day trip to Honduras and Nicaragua, participants will gain a deeper understanding of the development challenges in both countries, how the U.S. government responds to these challenges with development partners and what CRS has found to work in the fight against extreme poverty.

**Question #14: Briefly describe each sponsor's prior history of sponsoring congressional trips:**

In 2015, CRS sponsored a trip to Zambia that included Senate staff participation.

**Question #15: Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):**

As the international humanitarian and development agency of the US Conference of Catholic Bishops, the CRS is primarily focused on providing services to poor and vulnerable populations overseas. This includes providing a variety of direct and indirect support to schools and other educational institutions in countries in which we operate. This also includes a variety of other training and other services (i.e., teaching new techniques in growing crops, agriculture marketing skills training) to direct beneficiaries and government officials (i.e., ministry heads, extension agents). Additionally, we also endeavor to educate Catholics across the United States on the work we do and the needs of poor and vulnerable people overseas. We work in partnership with diocese, parishes, Catholic universities, and Catholic high schools to provide lectures, teaching resources, and various education materials to achieve this goal.

**Questions #16: Total Expenses for Each Participant:**

See Private Sponsor Travel Certification Form

**Question #17: State whether a) the trip involves an event that is arranged or organized without regard to congressional participation or b) the trip involves events that are arranged or organized specifically with regard to congressional participation:**  
The trip involves events that are arranged and organized specifically with regard to congressional staff participation.

**Question #18: Reason for selecting the location of the event or trip:**  
Honduras and Nicaragua have been selected for this trip due to the numerous challenges and opportunities the country faces in development. Both countries offer great success stories that are appealing and valuable to the CRS and its network. These stories are about people, programs and projects that are important strategic priorities to the United States, in its commitment to help elevate poverty and disease in the developing world.

**Question #19: Name and Location of hotel or other lodging facilities:**  
**During this trip, we will be staying at the following hotel(s):**  
*Our hotels will include:*

*Posada Papa Chepe  
La Esperanza, Honduras*

*Hyatt Place Hotel  
Tegucigalpa, Honduras*

*Hotel Frontera  
Ocotal, Nicaragua*

*Selva Negra Ecolodge  
Matagalpa, Nicaragua*

*InterContinental Real Managua  
Managua, Nicaragua*

**Question #20: Reason(s) for selecting hotel or other lodging facility:** We selected the above mentioned hotels/ lodges due to (a) safety and security measure provided to their guests, (b) proximity to the projects that we will be visiting and (c) business services offered to guests.

**Question #21: Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum *per diem* rates for official Federal Government travel:**

Our lodging expenses for this trip are in line with the listed per diem rates of the State Department's official maximum per diem guide as of 3/1/2017. Meal expenses for our entire trip will be lower than that of the State Department's MI&E rate. The State Department's per diem guide suggests the following for the cities that we will be traveling to in both countries:

Tegucigalpa, Honduras -	\$187 (lodging), \$97 (meals & incidentals)
Other, Honduras -	\$130 (lodging), \$80 (meals & incidentals)
Managua, Nicaragua -	\$168 (lodging), \$70 (meals & incidentals)
Other, Nicaragua -	\$98 (lodging), \$55 (meals & incidentals)

**Question #22: Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:**  
Business-class airfare is being provided for trip participants.

**Question #23: See Private Sponsor Travel Certification Form**

**Question #24: List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:**  
No entertainment is being provided

**Question #25: See Private Sponsor Travel Certification Form**



**Trip Itinerary**  
**April 16-22, 2017**

**Sunday, April 16<sup>th</sup>**

**Travel Day/Honduras**

7:00am	Depart DCA, Delta 0639
11:50am	Arrive in TGU, Tegucigalpa, Delta 0849
11:50am-12:30pm	Airport pick up, travel to lunch location
12:30pm-1:15pm	Working Lunch at Conor Walsh Residence
1:15pm-3:15pm	Travel to Siguatepeque for Field Visit
3:15pm-4:45pm	Tour commodity warehouse for FFE program
4:45pm-6:15pm	Travel to La Esperanza
6:15pm-7:00pm	Hotel Check-in, Hotel Papa Chepe; Time to check in with Congressional Offices
7:00pm-8:30pm	Working Dinner: Daily Wrap-up, Answer Questions and discussion for the following day (Restaurante El Ocotal)
Overnight	Hotel Papa Chepe

**Monday, April 17<sup>th</sup>**

**Honduras**

6:30am-7:00am	Breakfast Briefing at Hotel Papa Chepe
7:00am-8:00am	Travel to San Juan, Intibucá
8:00am-9:00am	Meet CRS staff, partners, and municipal authorities in San Juan to discuss projects in Water-Smart Agriculture, Climate Change Mitigation/Adaptation
9:00am-10:00am	Travel from San Juan to Agua Negra Micro-Watershed
10:00am-12:30pm	Meet with watershed management committee members and learn about water management activities implemented as part of "Blue Harvest" project
12:30pm-1:00pm	Travel from Agua Negras to Los Naranjos
1:00pm-2:00pm	Lunch in Los Naranjos
2:00pm-3:30pm	Visit coffee farms in Los Naranjos to observe coffee farm production improvements, by-product management, water conservation techniques and post-harvest processing.
3:30pm-4:30pm	Return to La Esperanza, Hotel Papa Chepe
4:30pm-5:30pm	Hotel – Time to check-in with Congressional Offices
5:30pm-7:00pm	Walking tour of La Esperanza; post-field visit debrief and discussion

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7:00pm-8:30pm Working dinner/daily wrap up, Discussion on the following day's schedule (Restaurante La Hacienda)

Overnight Hotel Papa Chepe

**Tuesday, April 18<sup>th</sup>**

**Honduras**

6:30am-7:00am Breakfast Briefing at Hotel Papa Chepe

7:00am-7:30am Travel to San José

7:30am-8:45am Visit to "La Libertad" primary school in San José

8:45am-10:00am Travel from San José to Masaguara

10:00am-11:45am Visit "El Campanario" school in Masaguara

11:45am-12:45pm Travel from Masaguara to Siguatepeque

12:45pm-1:45pm Lunch in Siguatepeque (at a local restaurant)

1:45pm-4:00pm Travel from Siguatepeque to Tegucigalpa – Briefings en-route

4:00pm-6:00pm Check in at Hotel, Hyatt Place Hotel – Time to check-in with Congressional Offices

6:00pm-6:30pm Meet in lobby/travel to US Ambassador's residence/

6:30pm-8:30pm Working Dinner with US Ambassador James Nealon and/or USAID Director James Watson; The directors of some major USG projects will join us

Overnight Hyatt Place Hotel

**Wednesday, April 19<sup>th</sup>**

**Honduras/Nicaragua**

6:30am-7:30am Breakfast Briefing by CRS staff at Hyatt Place Hotel

7:30am-10:30am Travel to Las Manos Border Crossing

10:30am-11:30am Cross the border at Las Manos

11:30am-12:00pm Travel from Las Manos to Ocotal

12:00pm-12:30pm Check in at Hotel Frontera, Ocotal

12:30pm-1:30pm Working lunch and Security Briefing with CRS Nicaragua & USDA Costa Rica/Nicaragua Staff who will be traveling with us.

1:30pm-2:15pm Travel from Ocotal to Totogalpa

2:15pm-3:45pm Visit committee managing community water and sanitation system (CAPS)-Totogalpa. (PROGRESA)

3:45pm-4:00pm Travel to vegetable farm

4:00pm-5:00pm Visit vegetable farmer in Totogalpa (Progresas)

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5:00pm – 5:30pm	Return to Hotel Frontera, Ocotal
5:30pm-6:30pm	Time to check-in with Congressional Offices/check emails
6:30 – 8:30pm	Working dinner/trip briefing
Overnight	Hotel Frontera, Ocotal

**Thursday, April 20<sup>th</sup>**

**Nicaragua**

6:45am-7:30am	Breakfast Briefing at Hotel Frontera
7:30am-8:45am	Travel from Ocotal to Somoto
8:45am-10:00am	Visit with Youth Group/Honey Production and others (Somoto) (PROGRESA)
10:00am-10:15am	Travel to Cattle Farm
10:15am-11:45am	Visit a Cattle Farm in Somoto/Roberto Carlos Flores – Guayabo Somoto (PROGRESA)
11:45am-12:00pm	Travel to Franklin Carcamo's Cattle Farm.
12:00pm-1:30pm	Cattle Farmers Association meeting, ASOGAMAD. Franklin Carcamo Farm. (PROGRESA)
1:30pm-2:30pm	Travel to Esteli
2:30pm-3:00pm	Lunch in Esteli
3:00pm-3:45pm	Travel to La Concordia, Jinotega
3:45pm-5:00pm	Visit the cooperative of SOOPROCON in La Concordia. Horticulture production, greenhouses, certified "Good Agricultural Practices" (BPA), drip irrigation (PROGRESA)
5:00pm-6:30pm	Travel from Jinotega to Matagalpa (Selva Negra Hotel)
6:30pm-7:30pm	Night tour of Selva Negra grounds
7:30pm-9:30pm	Working Dinner with NGOs: America Nicaragua Foundation and Fabretto
9:30pm	Check-in at Hotel Selva Negra
Overnight	Hotel Selva Negra, Matagalpa

**Friday, April 21<sup>st</sup>**

**Nicaragua**

6:00am-6:30am	Breakfast Briefing
6:30am-8:45am	Travel from Matagalpa to Rancho Grande – Milk collection center
8:45am-10:15am	Milk Collection Center visit and meeting with the Board members. (Rancho Grande)
10:15am-11:45am	Travel from Rancho Grande to La Tronca Community in La Dalia

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<b>11:45am-12:45pm</b>	<b>Cacao Collection Center visit. Meeting with the Board members. (La Dalia) Lunch (ACORDAR &amp; PROGRESA-CARIBE)</b>
<b>12:45pm-1:00pm</b>	<b>Travel to Cacao farm</b>
<b>12:40pm-1:30pm</b>	<b>Working lunch at Cacao farm of Ernesto Medina</b>
<b>1:30pm-2:30pm</b>	<b>Tour of Cacao farm of Ernesto Media in La Dalia (ACORDAR)</b>
<b>2:30pm-7:00pm</b>	<b>Travel from La Dalia, Matagalpa to Layha Bistro Restaurant in Managua</b>
<b>7:00pm-10:00pm</b>	<b>Dinner with US Ambassador, USAID Director, USDA Reps., Lutheran World Relief and Technoserve at the Layha Bistro Restaurant in Managua</b>
<b>10:00pm-10:15pm</b>	<b>Travel to Intercontinental Hotel</b>
<b>10:15pm</b>	<b>Check-in at Intercontinental Hotel</b>
<b>Overnight</b>	<b>Hotel Intercontinental</b>

**Saturday, April 22<sup>nd</sup>**

**Nicaragua/US**

5:00am-5:30am	Travel to MGU Airport
7:35am	Depart MGU, Managua, Delta 0370
5:02pm	Arrive DCA, Delta 2238